



CIVIL SERVICE COMMISSION

Monday – December 14, 2015

Lori Walsh, Human Resources Director
Kellie Craig, Executive Secretary

CIVIL SERVICE COMMISSION
DON NELSON, Chair
RICK WARD, Vice Chair
JOHN COSTA
RON LE DOUX
ANDRAE RANDOLPH

AGENDA

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

MEETING LOCATION:

Placer County Child Support Services

1000 Sunset Blvd., Suite 200

Rocklin, CA 95765

916.660.4700

3:00 PM ROLL CALL

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A.** Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

3:30 PM OPEN SESSION

FLAG SALUTE

- I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.**
- II. AGENDA APPROVAL**
- III. MINUTES OF PREVIOUS MEETING – November 9, 2015**
- IV. PUBLIC COMMENT:** Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

V. OLD BUSINESS - None

VI. NEW BUSINESS

- A.** Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code
- B.** Auditor-Controller – Request to create the Classification Specification of Accountant Auditor – Supervising.
- C.** Sheriff's Office – Classification Specification updates to the Minimum Qualifications section of the Correctional Lieutenant.
- D.** Election of Officers - 2016
- E.** Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510(C.)(5.) (c.) for employee(s) assigned to the department(s) of Administrative Services.

VII. COMMUNICATIONS - Reports to the Commission are informational items only. **(No action will be taken)**

- A.** Provisional appointment – None
- B.** Staff reports and correspondence
- C.** Commissioner comments

VIII. ADJOURNMENT

Civil Service Commission 2016 Meeting Schedule

- January 11, 2016 – Auburn – Human Resources Training Room
- February 8, 2016
- March 14, 2016
- April 11, 2016
- May 9, 2016
- June 13, 2016
- July 11, 2016
- August 8, 2016
- September 12, 2016
- October 11, 2016
- November 14, 2016
- December 12, 2016



MEMORANDUM

DATE: December 14, 2015
TO: Civil Service Commission
FROM: Lori Walsh, Human Resources Director
SUBJECT: Review of Merit Increases for Eligible Classified County Employees

During the closed session of your meeting, your Commission will review the performance evaluations of classified County employees pursuant to Government Code Section 54957.1. For those classified County employees determined to be eligible for a merit increase, the following motion is submitted for your consideration:

Motion to approve the classified merit awards set forth in the list dated **December 14, 2015** pursuant to Section 3.04.650 of the County Code.

MEMORANDUM

DATE: December 14, 2015
TO: Civil Service Commission
FROM: Lori Walsh, Human Resources Director
BY: Kathy Youngs, Personnel Analyst II *K Youngs*
SUBJECT: Classification Specification – Supervising Accountant Auditor

Recommendation

It is recommended that the Civil Service Commission:

- 1) Approve the creation of a new classification of Supervising Accountant Auditor at the salary range of Grade MNGT 429 (\$6,545.00 - \$7,956.00 monthly).

Background

In July 2015 the Auditor-Controller's Office requested the Human Resources Department conduct a classification review of the Senior Accountant Auditor and Managing Accountant Auditor classifications. The Auditor-Controller's Office has been experiencing a high level of turnover and requested a review of the classification series to determine whether an additional classification could be created to bridge the gap between the Managing Accountant Auditor classification and the Senior Accountant Auditor classification.

Basis for Recommendation

At the request of the Auditor-Controller's Office, the Human Resources Department, with the assistance of Chris Casey, Human Resources Consultant, conducted a classification review of the Senior Accountant Auditor and Managing Accountant Auditor classifications.

A review of the Position Inventory Questionnaires (PIQ) submitted by the participants, interviews with the incumbents and numerous meetings with the Auditor Controller and Assistant Auditor Controller found that the positions were classified correctly. However, the information gathered through the study process supported the business need to create an additional classification in order to assist with recruiting, retaining and providing a more robust career ladder for staff in the Auditor Controller's Office.

The Placer County Auditor's Office is separated into four (4) distinctive divisions: Financial Accounting and Reporting; Internal Auditing; Payroll; and Property Taxes. Staff assigned to these divisions perform a variety of complex technical and professional tasks specific to the Auditor Controller's Office. It was indicated by management that due to the specialized nature of the mandated responsibilities within the Auditor Controller's Office, a longer learning curve is necessary for many of the positions within the Accountant Auditor series. In several divisions it can take up to three (3) years to learn all the required tasks and duties of specific positions and therefore it is preferred that a greater career path be developed to allow staff a natural progression in the classification series.

This natural progression can be achieved by using the newly proposed classification of Supervising Accountant Auditor, which is a specialized classification that recognizes full supervisory responsibilities including planning, assigning and evaluating the work of subordinates. The duties and functions assigned to the Supervising Accountant Auditor classification include, but are not limited to:

- Scheduling, training, monitoring, motivating, and supervising assigned professional, technical, and clerical staff; providing proactive and informational performance feedback to employees on an on-going basis; conducting performance evaluations in a timely and effective manner.
- Planning, organizing, coordinating, and supervising an assigned work unit(s) within a large, multi-unit division or a specialized stand-alone division within the Auditor Controller's Office;
- Monitoring and evaluating the processes, procedures, and work flow of assigned work unit(s) on an on-going basis to maximize efficiencies and effectiveness; re-designing and modifying existing processes and procedures in a timely response to new or changing laws, regulations, codes, and ordinances, improved technologies, and/or clients' expectations and requests; creating, establishing, and implementing new processes and procedures as necessary.
- Performing the more difficult and complex financial accounting, reporting, and/or auditing tasks assigned to the designated work unit(s) utilizing specialized skill sets and in-depth knowledge of governmental accounting, the County's funding structures, GAAP, GASB, etc; performing a variety of required functions and duties when work unit(s) is short staffed and/or deadlines demand.

The Supervising Accountant Auditor classification will require in-depth knowledge and expertise of specific functions and responsibilities exclusive to the Auditor Controller's Office and will serve to bridge the organizational gap between the Senior Accountant Auditor and Managing Accountant Auditor classifications. The Supervising Accountant

Auditor classification differs from the Senior Accountant Auditor classification as it will be required to perform a higher level of staff supervision due to the number of staff supervised and the specialized nature of the work performed. The Supervising Accountant Auditor will recognize full supervisory responsibilities and will differ from the Managing Accountant Auditor as the latter is responsible for over-all departmental management responsibilities.

Attached for your Commission's review and consideration is the Auditor Controller's request to study the classifications in the Auditor Controller's Office, the proposed Accountant Auditor - Supervisor classification specifications, the organization chart for the Auditor-Controller's Office and the Consultant's findings.

cc: Andy Sisk, Auditor Controller
Nicole Howard, Assistant Auditor Controller

Attachments

MEMORANDUM

OFFICE OF AUDITOR-CONTROLLER COUNTY OF PLACER

To: Chris Casey, Human Resources Consultant

From: Andrew C. Sisk, Auditor-Controller *AS*

Date: July 8, 2015

Subject: Accountant-Auditor Classification Study

RECEIVED
JUL 08 2015

Placer County Personnel

The Auditor-Controller's Office recently requested a Classification Study to evaluate the series of Accountant-Auditor in my Office. As you may be aware, we have the following classifications: Accountant-Auditor I/II, Senior Accountant-Auditor and then a Managing Accountant-Auditor. We are requesting this Classification Study to determine whether there is an additional classification needed specific to the Auditor-Controller's Office to bridge the gap between the Managing Accountant-Auditors and Senior Accountant-Auditors.

The Auditor-Controller is the chief accounting officer that oversees the financial operation of Placer County. We provide accounting, budgeting, and financial services to the public, county agencies, school districts, special districts and cities as defined under Government Code. Within my office there are several divisions with specific functions and tasks only performed by staff in my office. I have a Managing-Accountant Auditor and a Senior Accountant-Auditor over each of 4 divisions: Financial Accounting and Reporting, Internal Audits, Payroll, and Property Taxes.

Financial Accounting and Reporting is responsible for recording all transactions of County monies in the countywide financial system, for maintaining budgetary control of various funds, and for enforcing accounting policies and procedures as well as preparing financial statements and reports required by State law which include the annual audit (Comprehensive Annual Financial Report or CAFR), State Controller's Report, Single Audit Report (A-133), final budget, and County-wide cost plan (A-87.) Senior Accountant-Auditors in other departments do not work with this broad scope or level of complexity of accounting and financial reporting when compared to my Senior Accountant-Auditors.

Internal Audits conducts audits of County Departments, Special Districts, and Federal and State Grants. Audits of County Departments are conducted when mandated or requested by the Board of Supervisors, County Audit Committee or County Departments. The only Internal Auditors in the County reside in my office and they are led by a Senior Accountant-Auditor. We follow IIA, GAGAS, and AICPA audit standards, in which my staff is trained regularly.

Payroll provides payroll services for employees of both the County and certain Special Districts. Those services include producing biweekly paychecks, paying and recording all payroll liabilities, producing and submitting payroll data to third party benefit plan administrators, and preparing and filing State and Federal quarterly and annual payroll tax returns. The Managing Accountant-Auditor and Senior Accountant-Auditor must know all applicable Federal and State Labor Laws, are responsible for

CalPERS reporting, and are ultimately responsible for countywide Payroll. Impacts of decisions made in Payroll can have countywide implications, as well as Federal and state consequences if not done accurately.

Property Taxes prepares the levy for all taxable properties in the County. We administer the tax rates for voter approved debt, multiply these rates times the assessed values and add any direct charges sent to us by taxing entities. This levy is used to create the tax bills mailed by the Tax Collector. The Division also distributes those taxes to cities, schools, special districts, and the County and processes corrections to the levies. Property Tax accounting is one of the most complex areas of governmental accounting. There is a minimum 3 year learning curve, just to become proficient in Accountant-Auditor level tasks. In addition, legislation in the property tax area is constantly changing (e.g. RDA Dissolution, etc.). The analysis, calculations, and apportionments are complex and accuracy is of utmost importance as entities deal with limited revenue streams and rely on property tax funding for basic operations.

Managing Accountant-Auditors lead divisions and this allocation is specific to my office. Each division also has a Senior Accountant-Auditor. As I mentioned, these staff have a much larger scope of work than their peers in other County departments since our work is County-wide and beyond. In addition, the accounting, auditing and financial reporting is complex and can be very specialized e.g. RDA dissolution, mPOWER, OPEB, pensions and long-term debt refunding. We follow GAAP, GAAFR, GAGAS, IIA, AICPA and other standards. Senior Accountant-Auditors in these divisions must be knowledgeable in these key areas. No other department in this County performs the work that we do and therefore, we are requesting this Classification Study to determine whether there is an additional classification needed specific to the Auditor-Controller's Office to bridge the gap between the Managing Accountant-Auditors and Senior Accountant-Auditors.

SUPERVISING ACCOUNTANT-AUDITOR

DEFINITION

To plan, coordinate, organize, and supervise an assigned work unit(s) within a large, multi-unit division of the Auditor Controller's Office; to assign, train, motivate, and evaluate the work of professional and technical staff; to design, modify, and organize assigned work processes and operational procedures to maximize assigned work unit's efficiencies and effectiveness; to perform the most complex professional and technical functions as necessary; and to function as a proactive and positive member of the departmental team.

DISTINGUISHING CHARACTERISTICS

The Supervising Accountant Auditor job class is a specialized classification that recognizes full supervisory responsibilities including planning, assigning and evaluating the work of subordinates. This job class is distinguished from the Senior Accountant Auditor classification by the fact that the majority of duties performed by the former are supervisory and management tasks. This job class is distinguished from the Managing Accountant Auditor classification by the latter's over-all departmental management responsibilities. Positions allocated to the Supervising Accountant Auditor classification are further distinguished by the level of demonstrated expertise and knowledge required in a specialized area(s) such as financial accounting and/or government auditing processes.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management staff to include the Auditor Controller and the Assistant Auditor Controller.

Exercises direct and full supervision over assigned professional, technical, and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Schedule, train, monitor, motivate, and supervise assigned professional, technical, and clerical staff; provide proactive and informational performance feedback to employees on an on-going basis; conduct performance evaluations in a timely and effective manner. Plan, organize, coordinate, and supervise an assigned work unit(s) within a large, multi-unit division or a specialized stand-alone division within the Auditor Controller's Office;

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Supervising Accountant-Auditor (Page 2)

represent the assigned work unit(s) and staff to other divisions within the Office as well as other County departments and outside public and/or private organizations.

Monitor and evaluate the processes, procedures, and work flow of assigned work unit(s) on an on-going basis to maximize efficiencies and effectiveness; re-design and modify existing processes and procedures in a timely response to new or changing laws, regulations, codes, and ordinances, improved technologies, and/or clients' expectations and requests; create, establish, and implement new processes and procedures as necessary.

Perform the more difficult and complex financial accounting, reporting, and/or auditing tasks assigned to the designated work unit(s) utilizing specialized skill sets and in-depth knowledge of governmental accounting, the County's funding structures, GAAP, GASB, etc; perform a variety of required functions and duties when work unit(s) is short staffed and/or deadlines demand.

Participate in the recruitment and selection of designated staff; coordinate and participate in the interview process; provide support and monitor performance.

Maintain and update performance documentation for all assigned staff on an on-going basis; recommend disciplinary actions as necessary and as appropriate; provide oral and written warnings in accordance with accepted policy and personnel rules; implement approved disciplinary actions in a timely and professional manner upon request.

Act as primary resource and main point of contact regarding the functions and responsibilities of assigned work unit(s) and staff; provide proactive and positive customer service; respond to all inquiries, questions, and requests in a timely and customer oriented manner; investigate complaints and recommend corrective and/or proactive action to be taken as necessary.

Participate in the budget preparation process; prepare cost estimates for assigned work unit(s); submit justifications with documentation for budget requests related to staff, equipment, and supplies; monitor and control assigned budget on an on-going basis.

Build and maintain positive working relationships with co-workers, management, other County employees, other organizations and agencies, and the public using principles of good customer service.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Generally accepted accounting principles, governmental accounting standards and other pertinent governmental accounting and auditing procedures.
- Cost accounting, fund accounting and financial reporting methods and procedures.
- Application and operation of designated computerized accounting systems and spreadsheets, utilizing designated accounting and spreadsheet software.
- Statutory laws, rules and regulations applicable to governmental accounting, auditing and finance within designated programmatic areas of responsibility.

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Supervising Accountant-Auditor (Page 3)

- Pertinent local, state, and federal rules, regulations and laws.
- Budget preparation, administration and control procedures.
- Principles and practices of motivation, team building and conflict resolution.
- Modern office procedures, methods and computer equipment.
- Principles of effective supervision techniques, training methods, and effective performance management.
- Principles and practices utilized in planning, organizing and controlling work flow and processes.
- Principles, practices, methods and techniques of financial auditing.
- Principles and theories of internal control.
- Common indicators of fraud and risk.

Ability to:

- Organize, implement and direct designated accounting, auditing, and/or financial reporting operations and/or activities.
- On a continuous basis, know and understand all aspects of the assigned position; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and solve problems of operational and technical policy and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement approved solutions in support of stated goals.
- Design and implement accounting and financial management systems.
- Analyze and evaluate accounting systems and financial programs; design improvements and controls for assigned operations; and assess overall effectiveness of programmatic responsibilities.
- Interpret and apply legal, regulatory and administrative controls to accounting functions and financial management systems.
- Develop and monitor an assigned program budget in an effective manner.
- Develop and recommend policies and procedures related to assigned operations.
- Communicate clearly and concisely in both oral and written forms.
- Work with various cultural and ethnic groups and individuals in a tactful and effective manner.
- Train, direct, supervise and evaluate the work of professional, technical, and clerical staff.

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Supervising Accountant-Auditor (Page 4)

- Perform the most complex accounting work of the assigned work unit(s) in an effective and timely manner.
- Establish and maintain effective working relationships with those contacted in the course of performing assigned duties.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four (4) years of progressively responsible journey level professional experience performing duties similar to an Accountant Auditor II with Placer County, one year of which must have been performing full supervisory functions in a similar professional environment;

OR

Two (2) years of progressively responsible advanced journey level professional experience performing duties similar to a Senior Accountant Auditor with Placer County.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a related field.

License or Certificate:

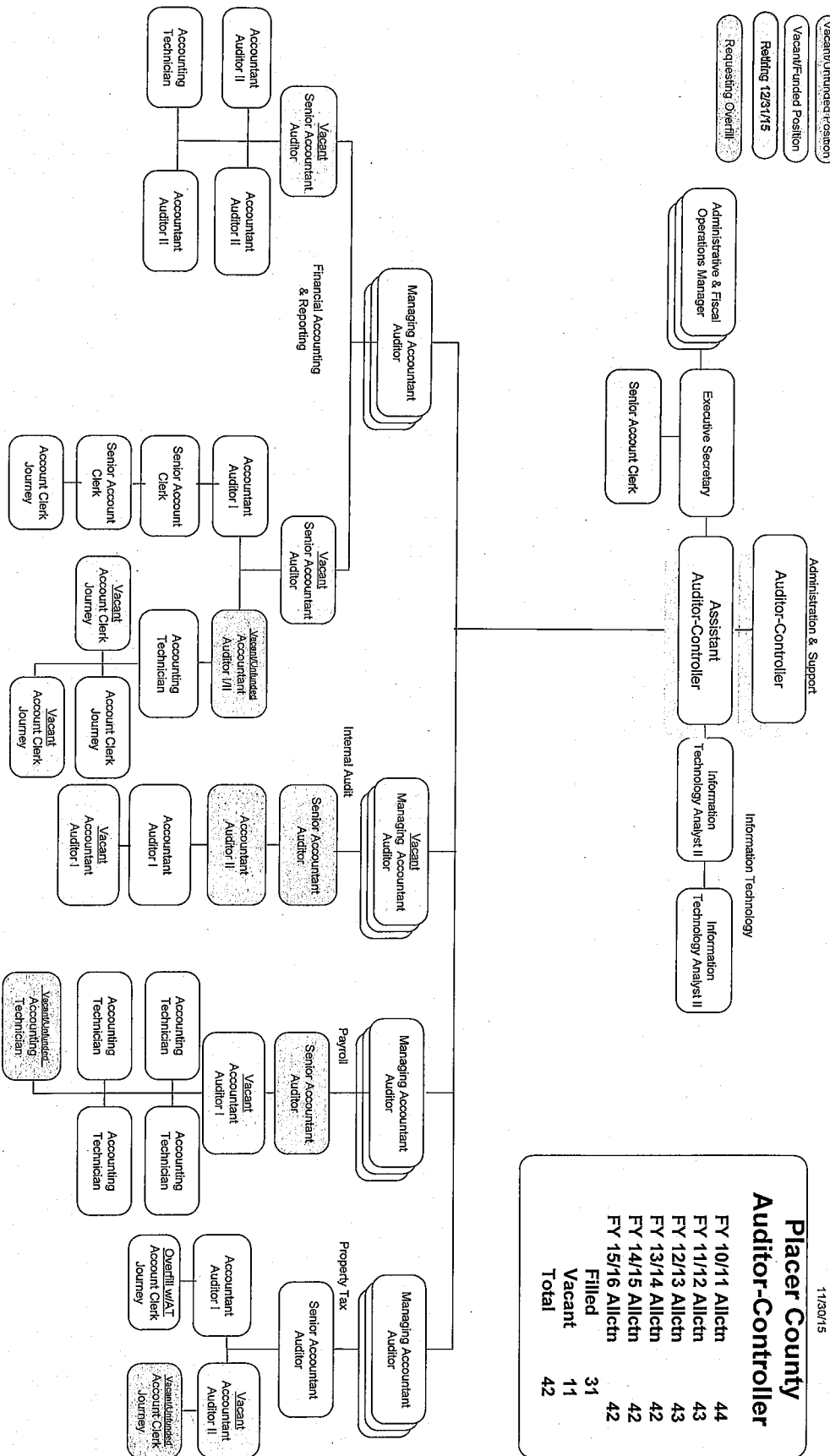
May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

Vacant/Unfunded Position

Vacant/Unfunded Position

Refilling 12/31/15

Requesting Overfill



MEMORANDUM

TO: Lori Walsh, Personnel Director
FROM: Chris Casey, Consultant
RE: Classification Review of Auditor Controller's Office
DATE: November 11, 2015

The county of Placer has contracted with Chris Casey, Consultant, to conduct a classification review of specific positions within the County's Auditor Controller's Office.

This memorandum is written to present the Consultant's findings and resultant recommendations from this review for the County's consideration. The following paragraphs outline the process utilized by the Consultant to collect and analyze all pertinent data and all recommendations including justifications.

PROJECT BACKGROUND and METHODOLOGY

The Auditor Controller is the chief accounting officer charged with overseeing the financial operations of the County. To that end, the Auditor Controller's Office provides accounting, auditing, and financial reporting services for the public, county agencies, school districts, special districts, and cities within the County boundaries as well as the County organization and its various departments as defined under Government Code. To accomplish these mandated functions, the County's Auditor Controller's Office is organized into four (4) distinct divisions: 1) Financial Accounting and Reporting, 2) Internal Auditing, 3) Payroll, and 4) Property Taxes. Each of these divisions and its staff perform a variety of complex technical and professional tasks specific to the Auditor Controller's Office.

The purpose of this classification review of the County's Auditor Controller's Office is to address on-going recruitment and retention issues confronting the Office and several of its divisions. Specifically, the Auditor Controller has requested this classification review to determine whether an additional job classification may be necessary to better bridge the existing organizational gap between the Senior Accountant Auditor job class and the next level of Managing Accountant Auditor classification.

MEMORANDUM
Auditor Controller's Classification Review

To that end, the Consultant performed the following tasks:

Task 1: Initial Meetings

The Consultant conducted a series of meetings with management representatives from the County's Personnel Department and the Auditor Controller's Office to discuss the study's timelines, objectives, methodology, and other pertinent information.

Task 2: Distribution of Position Inventory Questionnaires

The County's Position Inventory Questionnaires (PIQ) were distributed, with instructions, to designated employees currently working in the positions included within the scope of this study. All current incumbents allocated to Senior Accountant Auditor and Managing Accountant Auditor positions were included in this study.

Task 3: PIQ Completion and Review

Upon independent completion of the PIQ by each employee, the appropriate manager(s) reviewed the employee's questionnaire for accuracy and completeness. Management input was also solicited to provide a broader overview of each position within the context of the mandated objectives of the County Auditor Controller's Office.

Task 4: Data Collection and Review

The Consultant reviewed all completed Position Inventory Questionnaires as well as current organizational charts, job descriptions, and other relevant documents regarding these positions to complete a preliminary analysis of the information provided by the employees and management.

Task 5: Employee and Management Interviews

The Consultant returned to the field to conduct detailed follow-up one on one interviews with all employees whose positions were included in this study. The purpose of these interviews was to gain clarification and additional information regarding the functions and responsibilities of each of these positions. A total of eight (8) employees were interviewed.

Task 6: Additional Data Collection and Review

At this point, the Consultant reviewed the organizational charts of selected County departments that currently utilize Senior Accountant Auditor positions. A broad review of assigned responsibilities and functions, supervision received and exercised, scope and impact of decision-making, etc. for selected Senior Accountant Auditor positions within the County organization was also performed.

Task 7: Presentation of Initial Findings and Administrative Review

The Consultant presented initial findings to the Auditor Controller, Assistant Auditor Controller, and representatives from the Personnel Department for discussion and input. Several administrative review sessions were held to ensure that all potential solutions were discussed and the optimal actions could be taken.

CONCLUSIONS AND RECOMMENDATIONS

Based on the Consultant's findings, departmental verifications and input, and resultant discussions, the following conclusions are presented below:

- Each of the four (4) operational divisions within the current Auditor Controller's Office's organization perform highly responsible and specialized accounting and auditing functions in support of the County's over-all financial transparency and accuracy. There is wide variation among these four (4) divisions in terms of number of staff and the complexity and specialization of the assigned functions.
- The majority of the Auditor Controller's Office positions are allocated to the Accountant Auditor job series. This professional level job series recognizes positions that perform a variety of complex professional accounting and auditing functions which, depending on assignment, may include: *review, analyses, and maintenance of accounting and financial records; development and implementation of accounting and financial procedures and systems; preparation of complex financial reports; monitoring and reporting on budget trends, financial transactions tax billings and collections, or accounts; planning, coordination, and/or conduct of audits of County departments, divisions, districts, and funds.* The Accountant Auditor job series is utilized in other County departments as well as the Auditor Controller's Office to recognize positions performing professional accounting and financial reporting functions.
- The Senior Accountant Auditor classification represents the advanced journey supervisory level within the Accountant Auditor job series and is distinguished from the other job classes within this series by the level of responsibility assumed, complexity of duties assigned, and degree of independence of action taken. This advanced journey level classification is utilized by all four (4) divisions within the Auditor Controller's Office. Each Senior Accountant Auditor position within the Auditor Controller's Office supervises multiple clerical, technical, and professional positions and reports directly to a designated Managing Accountant Auditor.
- Due to the specialized nature of the mandated responsibilities of the County Auditor Controller and his staff, a longer learning curve is necessary for many of the positions within this department. This is particularly true for the positions allocated to the Accountant Auditor job series. In several divisions the time it takes to learn all the required duties and tasks can approach three (3) years.
- The Managing Accountant Auditor classification is exclusive to the Auditor Controller's Office and is the only existing job class written specifically for this department. This management level classification is defined as: *planning, organizing, directing, and managing the activities of a division within the Auditor Controller's Office . . . coordinating division activities with other divisions and departments, and providing highly complex staff assistance to the Auditor Controller.* Positions allocated to this job class report directly to the Auditor Controller and the Assistant Auditor Controller.

MEMORANDUM
Auditor Controller's Classification Review

- As a small department as well as the specialized nature of the accounting, financial reporting, and auditing work, there is a definite lack of potential career growth for professional level employees within the Auditor Controller's Office. In the recent past, Accountant Auditors in this department have transferred to other County departments for promotional opportunities which include higher level positions within the Accountant Auditor job series, higher level positions in other professional level job classes available throughout the County, and positions that receive a confidential pay stipend.
- The salary differential between the Managing Accountant Auditor classification and the Senior Accountant Auditor is 46%. At present there is no other existing job class available to be utilized by the Auditor Controller's Office that would fall between the current advanced journey level of Senior Accountant Auditor and the current division head level of Managing Accountant Auditor. Other professional, supervisory, and administrative classifications within the County's Classification System are too generalized to apply to the level of specialized knowledge and expertise required by the Auditor Controller's Office.

RECOMMENDATIONS

Based on the study's findings and the conclusions as cited above, the consultant presents the following recommendations:

- A new job class of Supervising Accountant Auditor should be established (see Appendix A). This supervisory classification will be exclusive to the County's Auditor Controller's Office as it requires an in-depth knowledge and expertise of specific functions and responsibilities as designated by each of the positions.
- The Supervising Accountant Auditor job class will "bridge" the organizational gap between the Senior Accountant Auditor classification and the Managing Accountant Auditor classification in the Auditor Controller's Office in those operational areas that require a higher level of staff supervision due to the number of staff being supervised and the specialized nature of the work being performed.




MEMORANDUM

DATE: December 14, 2015

TO: Civil Service Commission

FROM: Lori Walsh, Human Resources Director

By: Suzanne Holloway, Sr. Personnel Analyst 

SUBJECT: Class Specification Updates – Sheriff's Office

Recommendation

It is recommended that the Civil Service Commission approve the proposed updates to the Minimum Qualifications section of the Correctional Lieutenant class specification.

Background

In September 2012 the Correctional Lieutenant class specification was adopted with the intent to staff the division with one allocated position in order to complement existing sworn management staff allocations and to provide a consistent management level presence that specialized in corrections. At that time, the South Placer Jail had not yet opened so Sheriff's Office staff was projecting what its staffing needs may be. Bryce Consulting conducted the study and based on the anticipated needs of the department drafted a class specification, which was adopted by the Board of Supervisors following the Commission's approval in December of 2012.

Since its creation, the Correctional Lieutenant classification has never been utilized. Multiple changes in command staff, service needs of the Jail, the proposed and eventual opening date of the South Placer facility, new legislation, and departmental staffing needs all contributed to the decision by Sheriff's Office executive staff that filling the Correctional Lieutenant was not in the best interest of the department at the time.

Meanwhile, at its regular meeting in October 2014, the Civil Service Commission approved proposed changes to the classifications of Sheriff's Captain and Sheriff's Lieutenant, as these had not been updated since 1996. Proposed changes to these classes included the addition of a Bachelor's degree as the minimum educational

requirement in recognition of the management level responsibilities associated with these classifications, consistent with the countywide classification plan. Because there were no Correctional Lieutenant allocations at that time and it was not certain whether or not the classification would be utilized in the near future, it was not included in the 2014 proposal.

Basis for Recommendation

With an expected expansion of the South Placer Jail facility in 2016, command staff has analyzed the Corrections Division's anticipated staffing and resource needs and determined that the Correctional Lieutenant classification would now be appropriate, consistent with how it was originally intended to be used. During the job analysis/exam development process, it was noted that the minimum qualifications recommended in 2012 did not include a Bachelor's degree or its equivalent. At the time this classification was developed, this was consistent with the minimum education requirements of the Sheriff's Lieutenant.

The essential duties performed, as well as the knowledge, skill, and abilities identified are still current, as the public safety management functions have not changed substantially over the years. Typically management level classifications require a higher skill set often obtained via a college degree in a relevant field. Therefore, consistent with other current County management classifications, it is recommended that the educational requirement for this class include the completion of a Bachelor's degree in a relevant field.

cc: Devon Bell, Undersheriff
Don Hutchinson, Sheriff's Captain, Corrections
Mark Giacomini, Administrative Services Manager
Bekki Riggan, Principal Management Analyst

CORRECTIONAL LIEUTENANT

DEFINITION

To plan, organize and direct the activities of the Jail/Corrections Division within the Sheriff's Office; to coordinate jail/corrections activities with other divisions or departments; and to provide highly responsible technical support to a Sheriff's Captain.

DISTINGUISHING CHARACTERISTICS

The Lieutenant level recognizes positions that provide full second-line, direct supervision to employees within a work section and/or assume substantive and significant programmatic responsibility in a defined area or specialty. The Correctional Lieutenant is distinguished from the class of Sheriff's Lieutenant in that it is assigned to the jail/corrections function only, whereas the Sheriff's Lieutenant has a broader scope of responsibilities and is subject to rotation of assignments/service areas throughout the department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Captain.

Exercises direct supervision over supervisory, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Recommend and implement correctional/jail goals and objectives; assist the Captain in establishing performance standards and methods for a variety of law enforcement activities with corrections; develop and implement correctional/jail policies and procedures.

Evaluate correctional operations and activities; recommend improvements and modifications and implement as directed; prepare various reports on correctional operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing or equipment/material needs; monitor and control expenditures.

Plan, develop and oversee the work of staff involved in performing corrections work; participate in the selection of staff; coordinate and monitor staff training; conduct performance evaluations; recommend and administer discipline as directed.

Conduct internal affair investigations; collect data, analyze and prepare special surveys, investigations and comprehensive reports as needed; investigate complaints from citizens and/or staff and recommend corrective action as necessary to resolve them.

Review jail incident reports prepared by staff; review inmate's written correspondence; review and resolve jail medical liability issues; review and answer inmate grievances.

Act as liaison with other law enforcement agencies and jail vendors; participate in law enforcement conferences and stay abreast of modern police methods.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service; answer questions and provide information on behalf of the Corrections Division to the public.

Respond to emergencies when off duty.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of criminal law as applied to corrections work, corrections services, and crime prevention methods; laws of arrest, search and seizure and rules of evidence; methods and principles of sound law enforcement administration.
- Pertinent local, State and Federal rules, regulations and laws.
- Organization, rules, regulations and procedures of the Placer County Sheriff's Office.
- Modern office procedures, methods and computer equipment.
- Principles and practices of research, analysis and organizational management.
- Budgeting procedures and techniques.
- Principles of supervision, training and performance evaluations.
- Principles and practices of work safety.

Ability to:

- Organize, implement and direct correctional/jail operations/activities.
- Understand all aspects of the job; analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.
- Interpret and explain pertinent County and Department policies and procedures.
- Perform the most complex work of the unit.
- Analyze situations quickly and clearly; adopt an effective course of action in hazardous circumstances; resolve conflicts in an effective manner.
- Work effectively in stressful situations; act quickly and calmly in emergencies.
- Supervise, train and evaluate assigned staff.
- Assist in the development and monitoring of an assigned program budget.

- Enforce the law firmly, tactfully and impartially; deal courteously with the general public, subordinates, employee organizations, other County departments and other agencies.
- Maintain good physical, emotional and mental condition to satisfactorily perform the functions of the position; meet and maintain State-required Standards and Training for Corrections (STC) employment standards to safely and effectively perform assigned duties.
- Obtain information through interviewing and interrogation.
- Develop and recommend policies and procedures related to jail operations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience in responsible correctional work, including two years at the rank of Correctional Sergeant or higher with Placer County.

Training:

Completion of 60 semester units from an accredited college. Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, organizational development, criminal justice, public safety, or a related field.

License or Certificate:

- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.
- Possession of a course completion certificate from the California Peace Officer Standards and Training (POST) or Standards in Training for Corrections (STC) recognized Basic Supervisor's course.

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MEMORANDUM

DATE: December 14, 2015
TO: Civil Service Commission
FROM: Lori Walsh, Human Resources Director
SUBJECT: Election of Officers

Given the Commission's practice of electing officers in December for the following calendar year, I have provided the following chair and vice-chair historical information for your reference.

<u>Year</u>	<u>Chair</u>	<u>Vice-chair</u>
2015	Donald Nelson	Rick Ward
2014	Donald Nelson	Rick Ward
2013	Ron LeDoux	Donald Nelson
2012	John Costa	Ron LeDoux
2011	Rex Clark	John Costa
2010	Don Nelson	Rex Clark
2009	Ronald Le Doux	Donald Nelson
2008	Larry Webber	Ronald Le Doux
2007	John Costa	Larry Webber
2006	Alan Shuttleworth	John Costa
2005	Sylvia Besana	Alan Shuttleworth
2004	James Webber	Sylvia Besana
2003	Richard Costigan	James Webber
2002	Ronald Le Doux	William Stockwin
2001	Sylvia Besana	Ronald Le Doux

MEMORANDUM

DATE: December 14, 2015
TO: Civil Service Commission
FROM: Lori Walsh, Human Services Director
SUBJECT: Work-Out-of-Class Pay

We have received the following departmental request(s) for work-out-of-class pay extensions. Listed below are the department(s), employee name(s), and time period(s) requested. The Personnel Department has previously approved work-out-of-class pay and we are requesting the Civil Service Commission approve additional extension(s) as per Placer County Code 3.08.510 C.5.c. Supporting documentation has been attached to this memo.

<u>Department</u>	<u>Employee Name</u>	<u>Dates</u>	<u>Approximate</u>
Administrative Services	Robert Garland	12/25/15 - 06/24/16	180 days

Recommendation: It is recommended that the Civil Service Commission approve the above work-out-of-class pay extension(s) in recognition of the duties being performed.

cc: Jerry Gamez – Administrative Services

**WORK OUT OF CLASS AGREEMENT
DEPARTMENT OF ADMINISTRATIVE SERVICES**

TO: Lori Walsh, Human Resources Director
FROM: Jerry Gamez, Director of Administrative Services
DATE: December 14, 2015
SUBJECT: Request to extend Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee's Name:	Robert Garland
Current Classification:	Account Clerk Journey
WOC Classification:	Administrative Technician
Initial WOC Effective Date:	June 27, 2015, PP 2, FY 15/16
Requested Extension Effective Date:	December 25, 2015, PP14, FY15/16
Approximate Number of Days:	180
Approximate End Date:	June 24, 2016, PP 1, FY 15/16

REASON FOR WOC REQUEST:

- | | | |
|---|---|--|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input checked="" type="checkbox"/> Peak Workload/Special Project | <input type="checkbox"/> Pending Reclassification/Reallocation |
| <input type="checkbox"/> Fill Behind Retirement | <input type="checkbox"/> No Request to Fill Vacancy | <input type="checkbox"/> Request to CEO to Fill Vacancy |
| <input type="checkbox"/> Fill Behind WOC | <input type="checkbox"/> Temporary End WOC>80-Hours Leave | <input type="checkbox"/> Restart WOC>80-Hours Leave |

BACKGROUND

The purpose of this memorandum is to request approval to continue to work Robert Garland out of class as an Administrative Technician within the Administrative Services Department, Information Technology Division, for a period of up to 180 days beginning December 25, 2015.

The Information Technology Division transitioned to an Internal Service Fund (ISF) on July 1, 2015. During this transition, Mr. Garland has been assigned to the Customer Service Center's Order Processing Group to assist with the implementation of the new Service Now billing system. Mr. Garland's primary duties during this work out of class assignment include:

- Develop, coordinate, and implement program activities by processing requests for technical service from customer departments while ensuring scope of service is documented and billing detail is gathered to support the billing process for the ISF.
- Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials for requested technical services; prepare reports to document results of duties performed.
- Assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection and analysis; prepare draft reports and technical documents.
- Ensure areas of responsibilities are in compliance with related billing practices; advise staff of any irregularities in compliance.
- Review and verify documents related to department billing activities including requests for technical service.
- Establish and maintain filing and reporting systems as necessary; provide relevant information to relevant parties prepare and type correspondence and compile and type reports.
- Process monthly billing of ISF services to county departments.
- Compile and develop information for special studies and reports from a variety of resources; assist with various special projects, including coordination, research and development of systems such as the upcoming implementation of Service Now to automate the billing process.

Mr. Garland meets the minimum qualification of an Administrative Technician.

A new permanent Administrative Technician allocation has been requested in the Department's Proposed FY 2016/17 Budget.

RECOMMENDATION

It is therefore recommended that Robert Garland be approved to continue to receive WOC pay as an Administrative Technician effective, December 25, 2015, PP 2, FY 15/16. This WOC assignment will result in an approximate increase of 5.0%. Consistent with the guidelines presented under provisions for work out of class section in Chapter 3 of the County code, additional compensation for working out of class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed work out of class classification and in no case will exceed the amount the employee would receive if promoted.


AUTHORITY

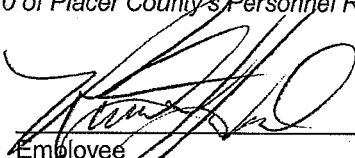
In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees may be certified by the personnel department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designate of that appointing authority. (3.08.510)

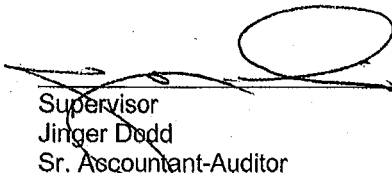
PROVISIONS FOR WOC ASSIGNMENTS

- For evaluation purposes, employee is rated on his or her current classification.
- Evaluation rating periods are not impacted by WOC assignments.
- Employee will continue to be eligible for merit increases as outlined in 3.04.650.
- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments of two workdays or less or for training purposes.
- The Department must notify the Personnel Department when the WOC employee has a leave of absence that exceeds 10 ten working days since this results in ending WOC compensation. The Department must notify Personnel and submit the appropriate paperwork prior to continuing an employee in a WOC assignment upon his or her return from leave.
- Additional compensation for working out of class shall be no less than a minimum of five (5) percent or exceed a maximum of fifteen (15) percent.
- The Department is responsible for requesting WOC extensions anticipated to be beyond 180 days from the County Executive's Office using the Position Exception Form and process.
- Employee is not to begin the work out of class assignment until certified by the Personnel Department that the individual meets the minimum qualifications for the WOC assignment, the additional duties warrant WOC compensation, and that the WOC compensation requirements have been met.

I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.

 12/4/15
Appointing Authority Date
Jerry Gamez
Director of Administrative Services

 12/7/15
Employee Date
Robert Garland
Account Clerk Journey

 12/4/15
Supervisor Date
Jinger Dadd
Sr. Accountant-Auditor

